

## **Privacy Notice for Ordinary shareholders**

Wickes Group plc takes the privacy and security of your personal information very seriously. We determine the purposes and way in which your personal information is collected, used and/or disclosed and managed.

If you are an individual who is a current or former registered shareholder of Wickes Group plc this notice describes what personal information we may collect, how that information is used and what your rights are in relation to that information.

Wickes Group plc is the controller of your personal information. The personal information we may process includes:

- Name
- Address
- Contact details
- Bank account details
- Details of shares held
- Shareholder reference number
- Voting instructions
- Corporate action elections
- Date of death
- Voice and / or image

This information is processed so that we can:

- Manage your shareholding in Wickes Group plc and keep your record on the shareholder register up-to-date,
- Make shareholder communications and shareholder meeting materials available to you, such as the Annual Report and the Notice of Annual General Meeting,
- Pay dividends to you,
- Allow you to exercise your rights as a shareholder, such as the right to vote at shareholder meetings, and
- Respond to any correspondence you send to us.

Wickes Group plc's Registrar is Link Group (Link). Link maintains the Wickes Group plc shareholder register and processes shareholders' personal information on our behalf.

Your personal information is collected when you provide it to us, to Link or to other third parties engaged to carry out services on our behalf, for example when you provide information in writing or provide your details via Link's website. Your information is also collected when you exercise rights attached to your shares, such as voting. Your information might also be provided to us or to Link by third parties, for example by an agent through which you trade in Wickes Group plc shares. Your voice or image may be captured and recorded, for example within a webcast recording of a shareholder meeting which you attend.

The information processed allows us to comply with our legal obligations; to fulfil contractual obligations with shareholders; or where we have a legitimate interest to process the information, to communicate effectively with shareholders.

It is important that you notify us (via our Registrar) of any changes to your personal details (such as a change of address) so that your record on the shareholder register can be kept up-to-date.

Your personal information will be shared where there is a legal requirement to do so, for example with regulatory agencies or government bodies. Your personal information will also be shared with Link and may be shared with other trusted third parties engaged by us, such as our professional advisors or parties engaged to perform processing activities on our behalf. If personal information is processed outside the UK, this will comply with any legal requirements that apply to the transfer of personal information outside the UK, including where appropriate, requiring our third parties to sign the approved Standard Contractual Clauses for the transfer of data to third countries.

Your personal information will be kept for as long as is reasonably required to achieve the purposes for which it was collected. Your record on the shareholder register will be maintained while you are a shareholder of Wickes Group plc. If you cease to hold Wickes Group plc shares, your information will be kept for a period of up to 12 years following the last update to your record on the shareholder register, or for as long as is necessary to resolve any outstanding matters relating to your shareholding or to meet legal, regulatory or tax requirements.

Subject to certain exceptions, you have the right to request access to personal information that we hold about you, to request that your information is rectified or deleted, to request that processing of your information is restricted or to object to our processing of your personal information. In some circumstances we will not delete or stop processing your personal information when requested to do so, for example due to legal or regulatory requirements.

We may change this Privacy Notice from time to time. We encourage you to review this Privacy Notice periodically.

## **Contact us**

If you have questions or requests regarding this Privacy Notice, or if you would like to exercise your rights, please contact the Group's Data Protection Officer by using the contact information below:

### **By post:**

Wickes Group Plc  
Data Protection Officer  
Vision House  
19 Colonial Way  
Watford  
WD24 4JL

By mail: [GDPR@wickes.co.uk](mailto:GDPR@wickes.co.uk) (marking emails for the attention of the Data Protection Officer)

You can contact the Data Protection Officer at Link as follows:

By email to: [enquiries@linkgroup.co.uk](mailto:enquiries@linkgroup.co.uk)

By post to: Data Protection Officer, Link Group, Central Square, 29 Wellington Street, Leeds, LS1 4DL

By telephone on UK: 0371 664 0300 (calls are charged at the standard geographic rate and will vary by provider. Calls outside the United Kingdom will be charged at the applicable international rate. Lines are open between 09:00 - 17:30, Monday to Friday excluding public holidays in England and Wales)